

**Checklist Disclaimer:**

It is important to note that not all information listed on the checklist may be required. Those items most typically required are identified with a checklist. At your pre-application meeting, your project coordinator will identify which items are required for submittal.



## BAR USE PERMIT APPLICATION LIST

### **SCHEDULE A MEETING WITH YOUR PROJECT COORDINATOR *BEFORE*** **SUBMITTING APPLICATION.**

This Application list has been prepared to assist you in submitting a complete and successful application to the City of Scottsdale. At the required pre-application meeting, a Project Coordinator will check off the items on this Application List that are required with your submission. **Please call 480-312-7000 if you have any questions concerning this application and to schedule your submittal meeting.**

**CASE # \_\_\_\_\_-PA-\_\_\_\_\_**

#### **PART I -- GENERAL REQUIREMENTS**

- ☒ 1. **USE PERMIT APPLICATION LIST** (this list)
- ☒ 2. **COMPLETED APPLICATION FORM** (form provided)
- ☒ 3. **APPLICATION FEE** \$ \_\_\_\_\_
- ☒ 4. **LETTER OF AUTHORIZATION** (from property owner(s) if the property owner did not sign the application form)
- ☒ 5. **CURRENT TITLE REPORT:** 8-1/2" x 11" - **1** copy
  - A) Not older than 30 days
  - B) Must show current owner
  - C) Include Schedule A and Schedule B
  - D) Commitment of Title is not acceptable
- ☒ 6. **LEGAL DESCRIPTION:**  
8-1/2" x 11" - **2** copies
- ☒ 7. **PROJECT NARRATIVE** (please address the attached criteria in the zoning code, Section 1.403,D. 1-9)
- ☒ 8. **EXISTING CONDITIONS COLOR PHOTO EXHIBIT: PROVIDE PHOTOS MOUNTED OR PRINTED ON 8-1/2"x11" PAPER** - FOR INCLUSION IN THE PACKETS. Printed digital photos are OK.
  - Photos mounted on cardboard, foamboard, particleboard, posterboard or other material will not be accepted.
  - See attached Existing Conditions Photo Exhibit graphic showing required photograph locations and numbers.
  - Provide 1 color original set and 15 color copy sets.
- ☒ 9. **NEIGHBORHOOD INVOLVEMENT** (see packet for requirements)
- ☒ 10. **SITE POSTING REQUIREMENTS** and **AFFIDAVIT** Decal provided.

**PART II -- REQUIRED PLANS & RELATED DATA**

- \_\_\_\_✓\_\_\_\_ 1. **SITE PLAN** (Include all existing or approved site plan data. Use an engineer's scale not less than 1" = 40'):  
Full size - 3 copies  
11" x 17" - 1 copy
- \_\_\_\_✓\_\_\_\_ 2. **FLOOR PLANS:** (Use an architect's scale not less than 1/8" = 1' The floor plan data shall be used to determine parking requirements, & kitchen area as a percentage of total square footage.)  
Full size - 1 copy  
11" x 17" - 1 copy  
Digital - 1 copy (See Digital Submittal Plan Requirements)
- \_\_\_\_✓\_\_\_\_ 3. **LIGHTING SITE PLAN**, include all lighting (free standing, building mounted, canopy, landscaping, etc.)  
Full size - 1 copy
- \_\_\_\_✓\_\_\_\_ 4. **PARKING ANALYSIS** (Identify required and provided parking, based on the floor plan information.) - 3 copies
- \_\_\_\_ 5. **PARKING MASTER PLAN – 3 copies** (required for reduction of ordinance requirements?)
- \_\_\_\_✓\_\_\_\_ 6. **TRIP GENERATION COMPARISON - 3 copies** – (complete the attached questionnaire)
- \_\_\_\_✓\_\_\_\_ 7. **SECURITY AND MAINTENANCE PLAN** (attached)
- \_\_\_\_✓\_\_\_\_ 8. **NOISE STUDY** (attached)
- \_\_\_\_✓\_\_\_\_ 9. **REFUSE PLAN** (attached)
- \_\_\_\_ 10. **OTHER** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
PROJECT COORDINATOR

\_\_\_\_\_  
DATE

**Please respond to the following criteria in the Project Narrative.**

**Sec. 1.403,D.**

**D. BARS, COCKTAIL LOUNGES, AND/OR AFTER HOURS ESTABLISHMENTS.**

- 1. THE USE SHALL NOT DISRUPT EXISTING BALANCE OF DAYTIME AND NIGHTTIME USES.**
- 2. THE USE SHALL NOT DISRUPT PEDESTRIAN-ORIENTED DAYTIME ACTIVITIES.**
- 3. IF THE SITE IS LOCATED WITHIN THE DOWNTOWN OVERLAY DISTRICT THEN:**
  - a. THE USE SHALL NOT ENCOURAGE DISPLACEMENT OF DAYTIME RETAIL USES UNLESS IT CAN BE DEMONSTRATED THAT THE PROPOSED USE SHALL PROMOTE DIVERSITY OF FIRST FLOOR USES ALONG THE STREET.**
  - b. THE REQUIRED PARKING FOR THE USE SHALL BE WITHIN 600 FEET OF THE PROPERTY AND SHALL NOT BE SEPARATED FROM THE PROPERTY BY A MAJOR OR MINOR ARTERIAL STREET.**
- 4. IF THE USE IS LOCATED WITHIN 500 FEET OF A RESIDENTIAL USE OR DISTRICT THEN:**
  - a. THE USE SHALL NOT ADVERSELY IMPACT RESIDENTIAL USES.**
  - b. THE USE SHALL PROVIDE METHODS OF BUFFERING RESIDENTIAL USES.**
- 5. AN ACTIVE MANAGEMENT AND SECURITY PLAN SHALL BE CREATED, APPROVED, IMPLEMENTED, MAINTAINED AND ENFORCED FOR THE BUSINESS.**
- 6. THE APPLICANT SHALL PROVIDE, WITH THE APPLICATION FOR A CONDITIONAL USE PERMIT, A WRITTEN EXTERIOR REFUSE CONTROL PLAN WHICH MUST BE APPROVED BY THE PLANNING AND DEVELOPMENT DEPARTMENT STAFF AS COMPLYING WITH THE WRITTEN GUIDELINES OF THE DEPARTMENT.**
- 7. THE APPLICANT SHALL DEMONSTRATE HOW NOISE AND LIGHT GENERATED BY THE USE SHALL BE MITIGATED.**
- 8. THE APPLICANT SHALL DEMONSTRATE THAT THE USE SHALL MEET REQUIRED PARKING AND SHALL NOT EXCEED CAPACITY FOR TRAFFIC IN THE AREA.**
- 9. AFTER HOURS ESTABLISHMENTS MUST MAINTAIN A VALID AFTER HOURS ESTABLISHMENT LICENSE.**



## Neighborhood Involvement Packet

Neighborhood Involvement is required for the following applications:

- General Plan Amendments
- Conditional Use Permits (including Municipal Use Master Site Permits)
- Abandonments
- Development Review Board
- Zoning Variances (Board of Adjustment)

If you are rezoning a property, *this is not the correct packet*. Please obtain a copy of the Citizen Review Checklist.

If you have questions, please contact your Project Coordinator:

Name: \_\_\_\_\_

Ph No:       (480) 312-      

**Note:** You are required to return this packet to your Project Coordinator with your Neighborhood Involvement Report.

## Neighborhood Involvement Requirements

(Complete the following marked items prior to submitting your application.)

- A. ☒ You are required to provide information about your project by:
- Either /Or { ☒ 1<sup>st</sup> Class Letter or Postcard  
☒ In Person  
☒ Phone call  
☒ Certified Mail

To the following parties:

- ☐ Property owners and HOAs within 300'
- ☒ Property owners and HOAs within 750'
- ☐ Adjacent property owners/ tenants/HOAs
- ☐ School District
- ☐ Interested party list provided by Project Coordinator

Project Notification shall include the following information:

- Project request and description
- Location
- Size (e.g. Number of Acres of project, Square Footage of Lot)
- Zoning
- Site plan
- City and Applicant contact names and phone numbers
- Any scheduled open house(s) *-including time, date, and location*

- B. ☐ You are required to post a 'Project Under Consideration' Sign on the site.

**Note:** Posting requirements are outlined in the attached Project 'Under Consideration Sign Posting Requirements' handout.

- ☐ Post sign 10 calendar days prior to your Open House Meeting.

**-OR-**

- ☐ Post sign 10 calendar days prior to your formal application submittal.

Include the following information on the sign:

- Project request and description
- Location
- Size (e.g. Number of Acres of project, Square Footage of Lot)
- Zoning
- Open House time(s), date(s), and place(s)
- City and Applicant contact names and phone numbers

- C. ☐ You are required to hold at least \_\_\_\_\_ Open House Meeting(s).

Provide open house date, time, and location to Project Coordinator  
**at least** 14 calendar days prior to the meeting.

- D. ☐ You are required to submit a Neighborhood Involvement Report to your Project Coordinator with your application – See other side for more information.

## **What to Include In Your Neighborhood Involvement Report**

**You are required to provide all of the checked items in a report, which is submitted with your formal submittal to your Project Coordinator.**

- A.** Submit either the original, or a copy of the this marked Neighborhood Involvement Packet.
- B.** Document your Project Notification efforts to the Project Coordinator as follows:
- ☒ Provide copy of names, phone numbers/addresses of contacted parties (e.g. neighbors/property owners, School District representatives, and HOA's).
  - ☒ Provide the dates contacted, and the number of times contacted.
  - ☒ Indicate how they were contacted (e.g. letter, phone call). If certified mail was used, provide receipts of delivery.
  - ☒ Provide originals of all comments, letters, and correspondence received.
  - ☒ Provide copies of letters or other means used to contact neighbors, the school district, and HOA's.
  - ☒ Provide a map showing where notified neighbors are located.
  - ☒ Provide affidavit(s) of mailing(s).
- C.** Verify the "Project Under Review" Sign Posting as follows:
- ☐ Provide affidavit of posting.
  - ☐ Pictures of sign, which are date and time stamped.
- D.** Document the Open House Meeting(s) as follows:
- ☐ List dates, times, and locations of open house meeting(s).
  - ☐ List dates, times, and locations of any follow-up with interested parties.
  - ☐ Provide the sign-in sheets, list of people attended the meeting(s), comment sheets, and written summary of the comments, issues and concerns provided at the open house meeting(s).
  - ☐ List the method by which the applicant has addressed, or intends to address, the issues, concerns, and problems identified during the process.

## POSSIBLE SIGN VENDORS

1. America's Instant Signs  
14425 N. Scottsdale Road, Suite 300  
Scottsdale, AZ 85254  
480-483-0700
2. Chandler Banner & Sign  
3050 S. Country Club, #20  
Mesa, AZ 85210  
480-926-7777
3. Dynamite Signs  
29040 N. 44<sup>th</sup> Street  
Cave Creek, AZ 85331  
480-585-3031
4. Graphic Directions, Inc.  
1527 N. 18<sup>th</sup> Avenue  
Phoenix, AZ 85007  
602-255-0355
5. Scottsdale Signs  
7904 E. Chaparral Road, Suite 106  
Scottsdale, AZ 85251  
480-994-4000
6. Super Signs  
1335 W. University Drive  
Tempe, AZ 85281  
480-968-2200

This listing is not an endorsement. You may use any sign provider.



## **NEIGHBORHOOD INVOLVEMENT 'PROJECT UNDER CONSIDERATION' SIGN POSTING REQUIREMENTS**

You are required to post your site by the date indicated in your Neighborhood Involvement Packet. Please call your Project Coordinator if you have questions.

## Project under Consideration POSTING SPECIFICATIONS

<b>Early Notification of Project Under Consideration</b>		3-1/2" bold letters
<b>Neighborhood Open House Meeting:</b> Date: _____ Time: _____ Location: _____		2" bold letters 1 bold letters
Site Address: _____, Scottsdale, AZ _____		1-1/2" bold letters
<b>Project Overview:</b> ▪ Description of Request: ▪ Description of Project and Proposed Use: ▪ Site Acreage: ▪ Site Zoning:		1" bold letters
<b>Applicant Contact:</b> Phone Number _____ Email Address _____	<b>City Staff Contact:</b> Phone Number _____ Email Address _____	1-1/2 bold letters 1" bold letters
Pre- Application #: _____ available at City of Scottsdale: 480-312-7000		
Project information is available at: <a href="http://www.scottsdaleaz.gov/projects/ProjectsInProgress">www.scottsdaleaz.gov/projects/ProjectsInProgress</a>		
Posting Date: _____		3/4" bold letters

1. 4' x 4' in size
2. Laminated plywood or MDO board
3. Front, back, and all edges painted with two coats of White acrylic exterior enamel
4. Black lettering sized per above (decals)
5. Sign attached w/ 6 screws to 2 - 4" x 4" x 8' wood poles

## SITE POSTING REQUIREMENTS

1. Post site by the date indicated in your Neighborhood Involvement Packet. Please call your Project Coordinator if you have questions. Maintain posting of signs until notice of hearing sign is installed.
2. You may use the sign vendor of your choice. A list of possible providers can be found on the back of this brochure. The sign specifications are on file with these vendors.
3. Provide the following proof of posting in the Neighborhood Involvement Report.
  - a) Notarized affidavit of posting
  - b) Date/Time stamped photo of sign posted on site
4. Signs must be removed within 30 days after a decision at the public hearing is made on your application.



**MANAGEMENT AND SECURITY PLAN**  
**For Bars, After Hours Establishments, and Live Entertainment Use Permits**



**Scottsdale Police Department 9065 E. Via Linda Scottsdale, Arizona 85258**  
**(480) 312-5000 FAX: (480) 483-7438**

Establishment:	_____
Address:	_____
Business Phone:	_____
Business FAX:	_____
Maximum Occupancy:	_____
Effective Date of Plan:	_____
Date of Plan Review:	_____
Use Permit Issue Date:	_____
Liquor License Number:	_____
Contact Person (1):	_____
Home Phone:	_____
Contact Person (2):	_____
Home Phone:	_____

## I. PURPOSE OF THE PLAN

This Plan addresses security measures for an establishment whose use shall require a Security Plan pursuant to Scottsdale Revised Code.

This Security Plan's purpose is to comply with the Security Plan conditions and/or requirements set forth in a Use Permit; to address the concerns of the zoning ordinance regarding: any significant increase in vehicular or pedestrian traffic, adequate control of disruptive behavior both inside and outside the premises, compatibility with surrounding structures and uses, any deterioration of the neighborhood or to the downgrading of property values; and to assist in providing an environment which may enhance safeguarding of property and public welfare and reduce the necessity for calls for service from law enforcement agencies.

This Security Plan, when approved by the City of Scottsdale, is granted to the establishment as set forth in Scottsdale City Code. A Security Plan may be required as a condition prior to the issuance of a Use Permit or City license. Deviations from or changes, modifications or alterations to the Plan shall not occur without prior written approval of the City of Scottsdale. **A copy of this Security Plan must be kept on the premises at all times and shall be made available upon request.**

## II. PLAN OF OPERATION, PROGRAM PLAN AND HOURS

1. PERMITTEE: \_\_\_\_\_  
(Business Name)  
TYPE ORGANIZATION: \_\_\_\_ Arizona Corporation \_\_\_\_ Corporation  
\_\_\_\_ Sole Proprietorship \_\_\_\_ LLC \_\_\_\_ Partnership \_\_\_\_ Other
2. MANAGING AGENT(S):  
  
Name:  
Title:  
Address:  
  
Phone:  
FAX or Other Numbers:
3. BUSINESS OWNER(S) (if different than Managing Agent) Name,  
Address, Phone:  
  
Name:  
Address:  
  
Phone:  
FAX or Other Numbers: .

4. PROPERTY OWNER or PROPERTY MANAGER (if different from Managing Agent) Name, Address, Phone:

Name:

Address:

Phone:

FAX or Other Numbers:

5. HOURS OF OPERATION:

	Open to <u>Customers</u>	Liquor <u>Sale Ends</u>	Closed to <u>Customers</u>
Sunday			
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			

6. PROMOTIONAL EVENTS (Ladies Night, Teen Nights, etc.):

7. DESCRIPTION OF OPERATIONS/SERVICES (attach or describe):

Services Provided: \_\_\_\_\_

Target Audience/Patrons (age): \_\_\_\_\_

Estimated Nightly Attendance: \_\_\_\_\_

Menu: \_\_\_\_\_

Designated Driver Program: \_\_\_\_\_

8. PROGRAM FORMAT, ENTERTAINMENT (attach or describe):  
Program/entertainment format, advertising.

- a. Live entertainment and live music shall terminate no later than **12:55 a.m.** or as approved in Use Permit.
- b. Music and amplified sound (interior and exterior) shall terminate at closing and is subject to City noise and other ordinances.

9. SPECIAL EVENTS:

- a. Notice must be given by Permittee to Scottsdale at the address above at least twenty (20) days prior to conducting Special Events on the premises. "Special Events" are any program formats varying from the regular format and audiences described or provided above organized or planned by Permittee. Scottsdale requires separate licenses for outdoor special events.
- b. Additional security or revisions to this Plan may be required by Scottsdale for Special Events (program formats varying from the regular format described above).
- c. Permittee must be separately licensed to conduct After Hours, Teen Nights, Outdoor Event/Special Events, Special Liquor License Events, Extensions of Premises, and separately approved Security Plans (or amendments to this Plan). See Scottsdale City Code for requirements.

10. COOPERATION/COMPLAINTS/CONCERNS:

- a. Permittee will maintain communications with establishments located on and adjacent to the premises, and with residents and other businesses who may be affected by patrons or operations of the Permittee. Permittee designates the following person to receive and respond to concerns or complaints from other residents or businesses:

Name

- b. Permittee, managing agents, on-duty managers, supervisors and security personnel will cooperate closely with Scottsdale police, officers and neighbors in addressing and investigating complaints and concerns.
- c. Permittee's managing agent(s) shall meet with Scottsdale Police Department when requested by C.P.T.E.D. Officer or District Commander on matters related to this Plan.

### III. GENERAL SAFETY REQUIREMENTS

1. **Duration of Security Responsibilities**

The applicants responsibility for providing security to patrons, employees and the public extends to established parking areas as identified in the parking plan from one hour before opening to one hour after the end of business on any day of business operation. This commitment by the applicant is necessary to keep the parking areas free from loitering, other criminal activity and to prevent cruising through parking areas.

2. **Required Inspection of Facilities and Operation**

Prior to the first day of operation, the interior and exterior of the premises (including the parking area) will be inspected by a certified Crime Prevention Through Environmental Design (CPTED) Specialist from the Scottsdale Police Department. Such approval is required to insure that appropriate crime prevention measures are in place including sufficient lighting, video cameras if required and adherence to the existing security plan, etc. Any changes required by the CPTED Inspector must be instituted within 45 days of notice to Club Management.

3. **Reporting Acts of Violence and Disorderly Conduct**

a) **Incidents to be Reported Immediately**

Management or employees of the proposed establishment shall immediately notify the Scottsdale Police Department of any disturbances, acts of violence, acts of intimidation (as defined in ARS 13-1202) or incidents involving patrons in or on the Property or parking lots using illegal drugs. "Act of Violence" shall mean an incident consisting of a riot, a brawl or a disturbance, in which bodily injuries are sustained by any person and such injuries would be obvious to a reasonable person, or tumultuous conduct of sufficient intensity as to require intervention to restore normal order, or an incident in which a weapon is brandished, displayed or used.

b) **Written Reports**

All acts of violence as defined in the preceding paragraph occurring inside or outside the premises (including the parking areas) will be reported in writing to the Scottsdale Police Department no later than seventy-two (72) hours from occurrence.

c) **Log of Reportable Incidents**

The proposed establishment shall establish and maintain an accurate log of all reportable incidents. The log shall be available to the Community Development Director for inspection upon demand.

4. **Disorderly Patrons**

Disorderly patrons will be properly controlled and immediately escorted from the establishment using the minimum amount of force necessary. Employees of the establishment will take one of the following steps to maintain the safety of other employees, patrons and the person ejected:

a) The disorderly patron will be escorted to his/her vehicle to leave only if

he/she shows no apparent signs or symptoms of impairment by alcohol or drugs.

- b) The disorderly patron will be placed in a taxicab or the control of a responsible third party to insure that he/she leaves the area.
- c) The disorderly patron will be turned over to the custody and care of on-duty Scottsdale Police officers for disposition.

5. **Employees Access to Police and Fire Services**

Neither the Permittee, management of the proposed establishment nor other controlling persons shall prohibit employees or subcontracted labor from communicating a request for assistance to the police or fire departments during incidents where the employees or subcontracted labor reasonably perceive a threat to public safety.

6. **Cooperation during Police Investigations and Prosecution**

The Permittee, managers, employees and sub-contracted employees will reasonably cooperate with police investigations and subsequent prosecutions regarding arrests made on or relating to the premises resulting from a need to maintain the peace or public order, or resulting from a request by the establishments employees to investigate any potentially criminal act. In cases where an arresting officer acts on information received from an employee of the establishment, all involved employees will provide, to the Scottsdale Police Department, written statements detailing their observations and involvement.

7. **Incidents of Criminal Trespass**

During investigations and complaints of Criminal Trespass where the establishment is the victim, at least one employee of the establishment will act as arresting citizen with supporting documentation from the property owner authorizing such action and authority by the arresting citizen/employee.

8. **Occupancy Levels**

- a) The applicant will closely monitor occupancy levels with a clear understanding that fire department personnel will complete random checks.
- b) Patrons waiting for admission into the establishment will be required to remain in an orderly, designated line with access to restroom facilities or will be required to leave the area.

9. **On-site Security**

- a) Employees of the establishment (with the exception of off-duty, sworn police officers) shall not be armed with a deadly weapon while on or off the premises during hours of employment by the establishment.
- b) The owners and managers of the proposed establishment have a clear understanding that the Scottsdale Police Department will not provide off-duty officers for employment at the establishment.

**IV. PATRON PARKING, INGRESS AND EGRESS, VEHICULAR AND PEDESTRIAN TRAFFIC CONTROL**

**1. PARKING**

a) Parking Study completed and attached? ☐ YES ☐ NO

b) Parking utilized by Patrons (# spaces, description, location):

c) Parking utilized by Employees (# spaces, description, location):

d) Any parking used by patrons or employees of the Permittee and any parking area of the Permittee shall be supervised by the Permittee to ensure that the parking areas are used by persons entering and exiting from their vehicles and are not used as a gathering place, for consumption of spirituous liquor, for violations of state or city law, acts of violence or disorderly conduct.

**2. PATRON INGRESS/EGRESS**

a. Entrances to the premises will be continually monitored by Permittee for compliance with the maximum occupancy requirements for the premises.

b. Patron identification shall be required and verified by Permittee prior to entry to ensure minors are not permitted on the premises when the primary use is spirituous liquor in violation of state law. Acceptable forms of identification and log verifying receipt of such identification shall conform with requirements of state law.

c. Patrons awaiting entry shall not disrupt orderly flow of pedestrian or other traffic, block entrance to neighboring establishments or premises, or occupy greater width than two (2) persons abreast. Permittee shall request patrons violating this paragraph to leave and shall not allow admittance to such patrons.

d. Parking areas will be monitored by Permittee from one hour (sixty minutes) before opening to one hour (sixty minutes) after closing.

e. All patrons must have exited the premises and parking areas used by patrons within thirty (30) minutes after the designated closing time.

## **V. STAFFING AND OPERATIONS**

### **1. OFFENSES AND POLICE CALLS FOR SERVICE**

The Permittee agrees that it, its agents or employees will not commit or knowingly allow violations of Arizona State Law or Scottsdale City Ordinances to occur on the premises utilized by patrons of the Permittee.

Permittee will also inform patrons, through appropriate signage or other means, that acts and conduct prohibited by the following laws and ordinances are not allowed or tolerated by the Permittee on any premises or parking areas utilized by patrons of the Permittee; and that violators will be considered as trespassers by the Permittee, subject to criminal prosecution for trespass in addition to any offense charged.

- a. A.R.S. 4-101 et seq. through 4-261, as amended, Arizona Liquor Laws.
- b. A.R.S. 13-101 et seq. Arizona Criminal Code and A.R.S. 28-101 et seq. Arizona Motor Vehicle Code.
- c. Scottsdale City Code § 19-11.1.a, Curfew. This law sets a curfew for juveniles under the age of sixteen (16) at 10:00 p.m., and for juveniles age sixteen (16) and seventeen (17) at midnight. To comply with this law, Permittee agrees it will not allow any juveniles to remain at any location on its premises 1/2 hour prior to the curfew established in the code.

### **2. DEADLY WEAPONS**

Permittee shall notify patrons that carrying of deadly weapons on the Permittee's premises and Permittee's parking areas is prohibited and request that weapons be removed as provided by A.R.S. 13-3102.

### **3. PERSONS UNDER TWENTY-ONE (21) YEARS OF AGE**

The Permittee agrees that a person under twenty-one (21) years of age will not be allowed on the premises where liquor is sold, dispensed or consumed unless:

- a. The person is accompanied by a spouse, parent or legal guardian who is at least twenty-one (21) years of age or is an on-duty employee of the Permittee; OR
- b. The primary purpose of the premises is serving food; OR



- c. The primary purpose of the premises is a patron participatory recreation activity limited to the minor's participation in any of the following sport activities: bowling, golf, football, basketball or sporting event.

#### 4. MANAGEMENT

Permittee agrees to provide a minimum number of managers (general and assistant) as indicated in the addendum hereto on the premises during hours when the Permittee is open for business. On duty managers are responsible for supervision of all employees, security personnel and agents, and shall identify all employees, personnel and agents on the premises when requested by Scottsdale.

#### 5. SECURITY PERSONNEL AND EMPLOYEES

- a. Permittee agrees to provide a minimum number of security personnel as indicated in the addendum hereto on the premises during hours when the Permittee is open for business or as otherwise indicated in the addendum hereto. **Security personnel shall primarily perform security functions and not serve as manager or in another capacity.**
- b. All employees managing or serving patrons, security personnel and agents of the Permittee shall be trained and knowledgeable about the contents of this Plan.
- c. Any personnel serving in security capacity on the premises (whether as employee or contractor) shall meet or exceed the requirements established by A.R.S. 32-2621 through A.R.S. 32-2636, as amended, relating to security personnel and guards, and any regulations issued pursuant thereto.

#### 6. SECURITY APPAREL AND EQUIPMENT

Security personnel shall display on their outer most clothing readily identifiable, and in contrasting colors, the words "Security" or "Security Personnel". Security shall be designated on the front of the clothing at least two (2) inches high, and on the back of the clothing at least four (4) inches high. Security uniforms shall not resemble Scottsdale law enforcement uniforms. Security uniforms shall be approved prior to use.

- a. All exterior security personnel shall have reflectorized vests with "SECURITY" displayed on both the front and back if the outer garment does not display "SECURITY".
- b. On-duty employees and agents shall wear clothing that readily identifies them as employees of the Permittee.

- c. Two-way radios will be provided by Permittee to all managers and exterior security personnel.

## **VI. CONDITIONS OF PLAN**

1. **COMPLIANCE WITH THE PLAN.** Successful execution and enforcement of this Plan may be a requirement and condition of Scottsdale's Use Permit. Termination, cancellation or non-approval of the Plan constitutes a breach of any condition requiring the existence of an approved Security Plan.
2. **TERMINATION OF PLAN.** This Plan may terminate on the date that the Permittee's Use Permit terminates, or two (2) years from the Security Plan's effective date, whichever date occurs first, unless otherwise provided herein.
3. **Violation, amendment, revocation, as defined in Scottsdale City Zoning Code Sec. 1.402.** Conditional use permits which have been approved by the City Council shall be subject to the following procedures and criteria regarding any violation, amendment, or revocation.
  - A. **Violation.** The violation of any condition imposed by the conditional use permit shall constitute a violation of this ordinance and shall be subject to the requirements of Section 1.1300.
  - B. **Amendment.** Conditional uses shall be developed in conformance to the approved plans as determined by the Zoning Administrator. An amendment to a conditional use permit is required before implementation of any material change in the scope and nature of an approved conditional use, material change in any conditions or stipulations to a conditional use permit or material change in the physical size, placement or structure of property subject to a conditional use permit. The Zoning Administrator shall have the discretion to determine if a proposed change warrants an amendment. An amendment must be approved as provided in Section 1.400 et seq. for the approval of conditional use permits.
4. **REVOCATION OF THE PLAN.** The Zoning Administrator may recommend to the Board of Adjustment and the board may effect revocation of a conditional use permit pursuant to Section 1.807 of the Scottsdale Zoning Code for acts including but not limited to:
  - A. A violation of the Plan
  - B. Violation of the conditions of the Use Permit
  - C. Violation of Scottsdale ordinances or law
  - D. Repeated acts of violence or disorderly conduct as reflected by police calls for service or offenses occurring on premises utilized by patrons of the Permittee.
  - E. Failure of the Permittee to take reasonable steps to protect the safety of

person(s) entering, leaving or remaining on the premises when the Permittee knew or should have known of the danger to such person, or the Permittee fails to take reasonable steps to intervene by notifying law enforcement officials or otherwise to prevent or break up an act of violence or an altercation occurring on the premises or on premises utilized by patrons and employees of the Permittee when the Permittee knew or reasonably should have known of such acts of violence or altercations.

- F. Any enlargement or expansion of the premises, plan of operation or program format without appropriate approval from Scottsdale.
- G. Misrepresentations or material misstatements of the Permittee, its agents or employees.

- 5. ASSIGNMENT OR TRANSFER. This Plan is not assignable or transferable to Permittee's successors or assigns. The Plan is automatically terminated upon sale or transfer of any interest in the Permittee.
- 6. SECURITY PLAN CHANGES. Any change in personnel identified in this Plan shall be reported to the Scottsdale Police Department within fourteen (14) calendar days after the change. Any change in the plan of operation or program shall be reported to Scottsdale Police Department at least fourteen (14) calendar days prior to the change taking place and is subject to approval by the District Commander and/or C.P.T.E.D. Office.
- 7. MEETING REQUIREMENTS. Management of Permittee shall arrange meetings with a representative of the Scottsdale Police Department regarding incidents of disorderly conduct, safety, I.D. verification and general security issues when deemed necessary by the District Commander and/or the C.P.T.E.D. Coordinator.
  - a. A letter shall be forwarded by the manager, Permittee or its designee to the District Commander pertaining to the meeting date, topics of training, names of employees attending and the name of the presenter/officer(s).

8. A copy of this Security Plan must be kept on the premises at all times and shall be made available upon request.

APPLICANT:

\_\_\_\_\_  
Name:

Title:

Address:

Phone:

Date:\_\_\_\_\_

APPROVED:

\_\_\_\_\_  
Scottsdale Police Department

9065 E. Via Linda

Scottsdale, AZ 85258

(480) 391-5000

(480) 483-7438 - FAX

Date:\_\_\_\_\_

## ADDENDUM # 1

### STAFFING FOR SECURITY PLAN

For the purpose of developing and implementing the Security Plan for approval by the City of Scottsdale, Permittee hereby offers to maintain the following minimum staffing on the premises during the hours indicated during the effective term of this Plan.

#### **A. Operations**

1. There shall be a general manager on duty all hours while open for business and thirty (30) minutes after closing.
  - a. There shall be a general manager and one assistant manager on duty during peak nights (Friday and Saturday or when there are teen nights, promotional or special events).
2. A manager shall be identified as the "Security Manager" and be responsible for insuring that a safe environment exists, for the supervision of all security personnel and that all security personnel as identified here shall meet the requirements of Section V, paragraph 5 of their Security Plan.
3. Additional functions performed by management:
  - a. Monitor each entry door open for patrons.
  - b. Monitoring and patrolling exterior uses of the premises including the parking areas.

#### **B. Security Personnel (Minimum Staffing Requirements)**

1. Entry doors.
  - a. Present at each door open for entry to patrons until thirty (30) minutes after closing.
  - b. Cashier for each door open when there is a cover charge.
2. Off-Peak Nights (\_\_\_\_\_).
  - a. Foyer area roamer
  - b. Interior roamers
    - From opening to 10:00 p.m.
    - From 10:00 p.m. to thirty (30) minutes after closing

c. Exterior parking lots

From opening to 10:00 p.m. \_\_\_\_\_

From 10:00 p.m. to sixty (60) minutes  
after closing

3. Peak Nights (Friday and Saturday). The following staffing shall also apply to Sundays when the following Monday is a legal holiday, or when teen nights, promotional or special events are scheduled.

a. Foyer area roamer

b. Interior roamers

From opening to 10:00 p.m.

From 10:00 p.m. to thirty (30) minutes  
after closing

c. Exterior parking lots

From opening to 10:00 p.m.

From 10:00 p.m. to sixty (60) minutes  
after closing

Permittee shall provide a copy of their policy and procedures, training documentation and overall operational plan pertaining to security.

APPLICANT:

DATE: \_\_\_\_\_

\_\_\_\_\_

APPROVED:

DATE: \_\_\_\_\_

\_\_\_\_\_  
Scottsdale Police Department

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(480) 391-5000

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Date: \_\_\_\_\_



## **SUBMITTAL REQUIREMENTS FOR A:**

# **Noise Study**

**PURPOSE:** A noise study is to explain *all* noise characteristics of a proposed use and how that noise is abated.

### **ELEMENTS OF THE PLAN:**

1. Business use type (e.g. retail, office, manufacturing)
2. Description of activities that generate noise that will be apparent to/from adjoining properties.
3. Analysis of noise generated:
  - a. Source of noise
  - b. Noise level in dBA at source of noise and point of impact
  - c. Description and diagrams of noise source location
4. Description and documentation of how noise is abated
  - a. Narrative description
  - b. Site plans, elevations, and other plans that visually demonstrate noise source and noise levels
5. Proposal for noise monitoring and maintenance of acceptable noise levels

### **PLAN FORMAT:**

The plan shall be submitted in narrative format and with supporting graphic diagrams on 8 ½ X 11 inch sheets of paper.



## **SUBMITTAL REQUIREMENTS FOR A:**

# **Service Areas Plan**

**PURPOSE:** A service areas plan is to explain *all* service characteristics of a proposed use.

### **ELEMENTS OF THE PLAN:**

1. Business use type (e.g. retail, office, manufacturing)
2. Description of service activities such as parking lot sweeping, loading, trash hauling, and similar associated activities.
3. Analysis of services:
  - a. Frequency
    - i. Day(s) of week
    - ii. Hours of day
  - b. Location relative to lower intensity uses
4. Narrative description with supporting documents such as site plans, elevations, and other plans that visually demonstrate service areas

### **PLAN FORMAT:**

The plan shall be submitted in narrative format and with supporting graphic diagrams on 8 ½ X 11 inch sheets of paper.